



August 3, 1984

STAT   
Chief, Classification Review Division  
Central Intelligence Agency  
Washington, DC 20505

Dear Stan:

I have reserved a conference room in the National Archives Building for Tuesday, October 23 and Wednesday, October 24 for the annual Declassification Review Training Seminar. Please send me (before August 31) your ideas for subjects and problems to be discussed. I will develop an agenda which will be forwarded for further comment and suggestion early in September. I need your ideas about the agenda.

Sincerely,

A handwritten signature in cursive script, appearing to read "Edwin A. Thompson".

EDWIN A. THOMPSON  
Director  
Records Declassification Division

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/CRD

EXTENSION

NO.

DATE

7 Aug 84

TO: (Officer designation, room number, and building)

DATE

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FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDIS

B

2.

3.

C/CRD

J

4.

5.

Yes - I think  
you should &  
others bring  
that it is  
so close &

cheap

6.

J

7.

8.

9.

10.

11.

12.

13.

14.

15.

This is the annual  
NARS conference on  
declassification review.  
We usually participate  
to cover & discuss  
CIA problems, views,  
etc. Last year it  
was [redacted] and J.  
I would also like to  
attend this one. STAT

[redacted]

PS: People come in  
from all the Presidential  
Libraries for this  
seminar. STAT



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Suggestions

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interest (2 12)

— in agencies holdings  
— in the Archives

Who selects them and how?  
Who reviews them?  
Where should be their final repository?  
Should collections be broken up  
into classified and declassified to  
allow public access to the latter?

What should be done when documents  
have been accidentally declassified  
or declassified by one Agency without  
properly checking with another (e.g.  )  
trip report)  
Or how far can you go in reclassifying?

Are declassifying actions keeping up  
with the increasing size & number of  
files??

JE

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List of topics which  
can be used to alert  
reviewers from other  
agencies about  
our areas of concern.

- names
- specific places
- organization description
- personnel numbers

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VC

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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C/CRD

*SK*

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*8 AUG**8/08**8 Aug**8 AUG 84**8 Aug**8/8*

GUIDELINES FOR:

1. COORDINATING DOCUMENTS OF INTEREST TO OTHER U.S. GOVT. AGENCIES + FOREIGN GOVTS. PRIOR TO DECLASSIFYING SUCH DOCUMENTS.

2. HANDLING FOIA + PA REQUESTS. *neg*

*last*